

Sacramento Softball Complex Rental Information Guide



City of Sacramento Department of Parks and Recreation

Tournament Director Contact: Luis Gonzalez, Program Coordinator

Phone: (916) 825-9957

Email: lgonzalez@cityofsacramento.org

Enclosed is the 2026 Rental Information Guide for the Sacramento Softball Complex. All tournament directors and sub-directors are responsible for thoroughly reviewing and understanding the information contained in this guide. Please ensure that you are familiar with all conditions and requirements for renting space at the Sacramento Softball Complex. If you have any questions or concerns regarding the contents of the Rental Information Guide, please do not hesitate to contact Luis Gonzalez. Thank you for considering the Sacramento Softball Complex for your event(s).

Director Signature:_____Date:_____

Updated: February 11th, 2026 1:45pm

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The Sacramento Softball Complex is the ideal location to host a variety of special events. Located adjacent to the Del Paso Regional Park with convenient freeway access, it has a unique natural habitat, an 18-hole, and two 9-hole golf courses surrounding the facility.

The Sacramento Softball Complex Features:

- Four Lighted and Renovated Softball Fields
- Four Lighted Sand Volleyball Courts
- 500 Space Parking Lot
- Sports Café/Full-Service Snack Bar with Shaded Eating Area
- Children's Play Area
- Electronic Scoreboards
- Office/Umpire Building
- Accessible Restrooms and Bleachers

FEE OUTLINE:

MANDATORY:	Softball:	Volleyball:
INSURANCE (GENERAL LIABILITY)	Minimum \$1,000,000.00	Minimum \$1,000,000.00
SECURITY DEPOSIT	\$974	\$100
WEEKEND PACKAGE (SAT+SUN)	\$1,948 (No lights); \$2,289 (Lights)	\$17 per hour per court or Flat rate of \$443 per day for all 4 courts
WEEKDAY (MONDAY – FRIDAY)	\$55 per field per hour	
RENTAL AMENITIES:	Softball:	Volleyball:
FIELD MAINTENANCE (AFTER INITIAL PREP)	\$100.00 per field/per prep	No preps
LIGHTS	\$33 per hour per field (must be turned on 30 minutes prior to sunset for safety)	No preps
CITY GATE STAFF	\$25 per hour	No preps

**A full or partial refund will be issued for inclement weather cancellations made by the City of Sacramento.*

**Rental Amenity Fees will be sent after tournament conclusion via Post Fees Paperwork.*

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DISCIPLINARY FINES:

DESCRIPTION:	FINE:
Excess Garbage left in the Complex	\$100 + \$75 Per Hour Work Force Charge
Alcohol, Glass found in complex	\$100
Dogs or Other Pets found in complex	\$100

**(In the event that a security deposit is forfeited for any reason, a replacement deposit will be required prior to participation in any remaining tournament dates during the calendar year.)*

FEE PAYMENT:

Rental amenity fees must be paid no later than the last day of the month in which the tournament is held. For example, if your tournament takes place in March, all rental amenity fees are due by March 31.

EXAMPLE:

Tournaments in April:

April 4/5 - ABC Sports (Youth)

April 11/12 - ABC Sports (Adults)

April 18/19 - XYZ Club (Youth)

April 25/26 - ABC Sports (Youth)

ABC Sports and XYZ Club would be responsible for paying on/by APRIL 1st – ALL MANDATORY fees Associated for APRIL (see chart above). ABC Sports and XYZ Club would be responsible for paying on/by the last day of the month, April 30 – ALL RENTAL AMENITIES - fees used for April tournaments.

Rental fees are charged based on the number of days originally reserved, regardless of actual usage. If you reserve the facility for a weekend package, you are responsible for the full two-day rental fee. For example, if you reserve a weekend for a tournament but only receive eight teams, the two-day rental fee still applies.

The Complex also reserves the right to cancel an event or contract if false or incomplete information is provided that materially affects the risks or circumstances of the rental.

FEE DEFINITIONS:

INSURANCE:

A minimum of \$1,000,000.00 in General Liability Insurance is required. The insurance policy must name the City of Sacramento as the certificate holder, as well as officials, agents, employees and volunteers, as Additional Insureds. A Certificate of Insurance must be submitted to Complex Staff at least fourteen (14) days prior to the start of the tournament.

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SECURITY DEPOSIT:

A \$974 deposit is required for NEW softball reservations. A \$100 deposit is required for NEW sand volleyball reservations. **Historical renters (5+ years reserving with the complex) do not need to pay a deposit for reservations.** This fee is used to hold your reservations for the facility. The deposit is due at least fourteen (14) days prior to your first scheduled tournament.

LIGHTS:

There is a \$33 per hour per field charge for use of the field lights or \$17 per hour for all 4 volleyball courts. Lighting will be determined by sunset times or other weather conditions.

CITY FRONT GATE STAFF:

City staff are available at a rate of \$25 per hour to serve as gate monitors and check guests as they enter the complex.

TOURNAMENT CANCELLATION POLICY:

Tournament cancellations must be submitted in writing to Program Coordinator, Luis Gonzalez, at lgonzalez@cityofsacramento.org.

•10-14 days in advance: City of Sacramento retains \$100 of the deposit.

- 2 weeks before the scheduled tournament on Saturday, Sunday, Monday, Tuesday, Wednesday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/7, 10/8, 10/9, 10/10, 10/11.

•Within 6-9 days in advance: City of Sacramento retains 50% of the deposit (\$487).

- A week before the scheduled tournament on Thursday, Friday, Saturday, Sunday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/12, 10/13, 10/14, 10/15.

•Less than 5 days in advance: City of Sacramento retains 100% of the deposit (\$974).

- The week of the scheduled tournament on Monday, Tuesday, Wednesday, Thursday, Friday; Example: Tournament scheduled on Saturday, 10/20 & Sunday, 10/21 dates would include 10/16, 10/17, 10/18, 10/19.

INCLEMENT WEATHER:

In the interest of player and public safety, as well as preservation of fields, the Department of Youth, Parks, & Community Enrichment reserves the right to close fields at any time due to inclement weather; effectively canceling any permit for field use during the time of closure. Inclement weather field closures will be handled on a case-by-case basis. Permitted user groups will have the same responsibility in making game time decisions based on the conditions and field they are using.

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In the event of weather cancellations, if an event is canceled before it begins a full refund of the rental fees will be issued. If an event is canceled after it has started, a prorated refund will be issued based on usage up to the point of cancellation.

On weekdays, a final decision about field conditions is made, and the hotline is updated daily by 1:00 p.m.

City of Sacramento Field Status Line: (916) 808-2336

TOURNAMENT DIRECTOR'S RESPONSIBILITIES:

It is the responsibility of each Tournament Director to ensure full enforcement of all rules and guidelines outlined in this guide, as well as those posted throughout the facility. Each Tournament Director is also responsible for providing parking lot security for their event. All Tournament Directors and their staff must conduct themselves in a professional and courteous manner, as they are representatives of the Complex and the City. If there are any questions regarding the information contained in this guide, please seek clarification **in advance** to avoid misunderstandings on the day of your event. Should you have any questions prior to your tournament date(s), please contact Complex Coordinator at (916) 808-6087.

****Responsibility/Liability****

The applicant/organization is solely responsible for any damage, accidents, or injuries to person(s) or property resulting from use of the Sacramento Softball Complex. Applicant/Organization will be responsible for the control and supervision of the players, spectators, etc. during their rental. Any violation of this provision will result in financial penalty and may result in denial of further reservations. The applicant/organization is responsible for following any directions given by City of Sacramento staff.

STAFFING THE FRONT GATE AT THE COMPLEX TO ENFORCE BELOW:

All tournaments are required to provide a list of adult security volunteers and their work schedule to Complex Staff at least 2 business days prior to tournament.

1. Dogs* or other pets are not permitted to be within the Complex.

***Exception:** Service animals for access).

2. Alcohol and/or glass containers in the Complex or parking lot is strictly prohibited.

3. No food*, beverages*, Large ice chests* or related containers that provide refreshments to players or spectators are allowed inside the gate at this facility that includes a city contracted concession.

***Exception(s):**

- Small Ice Chest – Subject to be checked at entrance.
- Water and sports drinks are allowed in plastic containers.
- *Food Provision due to allergies allowed, with prior approval from coordinator.*

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4. We require the front gate and parking lot to be staffed by adult volunteer security or paid security. Volunteer/ paid security shall always be professional and courteous.

5. Any player/fan/coach in possession of alcohol outside of café/beer garden area shall be immediately removed from the tournament and removed from the Sacramento Softball Complex including the parking lot. The suspended player shall be reported to the Complex Staff.

6. All amplified music must be kept to the confines of each field and be approved by Complex Staff. No amplified sound may contain suggestive, obscene, or vulgar language. Tournament Director shall comply with any direction given by Complex staff.

The tournament director is responsible for facility cleanup (*making sure that the garbage is in the trash cans*). **FULL TRASH BAGS SHOULD BE TIED OFF AND LEFT OUTSIDE NEXT TO THE TRASH BINS WITH NEW LINER REPLACED; CITY STAFF WILL SUPPLY ORGANIZATIONS WITH TRASH LINER.** If the facility and parking lot are not left clean, the \$974 security deposit will be forfeited and a \$75 per hour workforce charge will apply. **Violations of Dog/Pets, Alcohol/Glass Containers, or Cleanup will forfeit your Deposit.**

WEEKEND GAME START TIMES, GATE ENTRANCE, AND FIELD ACCESS:

Gate Access and Game Start Times:

- Games may be scheduled and begin as early as **8:00 a.m.**, year-round.
- The main gates will open at **7:00 a.m.** for players, coaches, spectators, and umpires.
- Tournament Directors and their staff may enter the complex as early as **6:30 a.m.** to begin event setup.

Field and Dugout Access:

- Field dugout gates will remain **locked/closed until 7:30 a.m.**
 - If Park Maintenance completes field prep prior to 7:30 a.m., Recreation staff may unlock and open dugout gates earlier at their discretion.
- Players and coaches must remain off the fields until **all field preparation is complete.**
- Until dugout gates are opened, teams may use designated warm-up areas between fields.

Safety and Enforcement:

- If Park Maintenance staff are actively preparing a field, **no players or coaches may be on the field.**
 - Players and coaches may not access fields through side gates or by climbing fences.
- Tournament Directors are responsible for communicating and enforcing these expectations with their teams.

- **Field Closure: December 16th – February 14th**

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FIELD SERVICES:

For scheduled softball/baseball events, the field will be in playing condition (dragged, lined, watered, and the bases in place) by 8am in the Spring and Summer and 8:30am in the Fall and Winter. Additional maintenance and field preparations done by the City of Sacramento must be scheduled with the Sacramento Complex Coordinator no later than Thursday prior to the tournament. IF additional field preparations (dragged, lined, watered, and the bases in place) are requested, they should be scheduled in a staggered pattern to allow the maintenance crew a minimum of 30 minutes per field to work on each one. Similarly, if additional infield watering is requested, it should be scheduled in a staggered pattern to give the maintenance crew a minimum of 15 minutes per field for watering.

****During the hot summer months, a 15-minute gap IS HIGHLY ADVISED every four hours of games to allow for watering the infields. These gaps should be staggered to ensure proper field maintenance. If the tournament director requests additional watering times, they can be incorporated into the tournament schedule. This policy applies to May, June, July, and August and must be reflected in the tournament schedule.**

Infield Watering:

Coupler System – Each field will be supplied with a hose for infield watering; City staff will work with organization directors to access and utilize the couplers.

Tournament Directors shall not make Park Maintenance requests directly to the Park Maintenance staff on-site. All park maintenance requests must go through Complex staff onsite, and must be submitted by Thursday prior to the tournament.

Each diamond should not host more than three fast pitch or four slow pitch games without prior field preparations. It is the tournament director's responsibility to organize the game schedule and the prep schedule, AND TO ENSURE THAT PLAYERS REMAIN OFF THE FIELD DURING THE PREP WORK.

Prep crews will not prepare fields while players are on the field. If you do not request and pay for additional field preparations, field conditions, raking, watering, and lining will be the responsibility of the tournament director. If you have special requests, such as chalking a pitching circle or using a different length pitching rubber, you need to inform the complex coordinator when submitting your tournament schedule.

SALES OF PRODUCTS:

No food or beverage items may be sold, distributed, or given away by user groups, caterers, or other parties at the Softball Complex unless prior arrangements have been made with the Softball Complex Café and written approval has been obtained from the City of Sacramento at least thirty (30) days in advance.

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Additionally, no person or organization may sell, vend, peddle, display, offer for sale, or distribute merchandise, services, or property; sell tickets for any event; or solicit or collect donations of money or goods from the public without express prior approval.

FLYERS:

Flyers, tournament schedules, advertisements and other notices may be posted in designated areas within the Softball Complex only and must be approved in advance by the Complex Staff (blue tape only).

VEHICLES IN THE COMPLEX:

Except for authorized City vehicles, motor vehicles are not permitted to be stationed or parked within the Complex. With prior permission, tournament officials may enter briefly to unload equipment and supplies, after which vehicles must be returned to designated parking areas. Bicycles, skateboards, roller skates, roller blades, scooters, and other pedestrian-powered vehicles are not permitted within the Complex.

Prior approval from the City of Sacramento Complex Coordinator is required for any machinery used to drag or groom softball infields.

Failure to comply with these regulations may result in Complex Fines.

UMPIRE ROOM:

The Umpire Room is designated for umpires and Tournament Directors only. The Umpire Room is designed for umpires and organization staff to have a secluded area for a break while operating the tournaments. Umpire Room will be available as early as 8:00am in Spring/Summer, and 8:30am in Fall/Winter. The Office Bathroom is for City of Sacramento staff use only.

When using the Umpire Room, please adhere to the following:

- Do not place shoes on chairs
- Dispose of all trash
- Ensure the room is clean and orderly before leaving

Failure to comply with these guidelines may result in loss of privileges or other penalties.

ORGANIZATION SPONSORSHIP OPPORTUNITIES:

Contact Zakiyah Brazil for more information and to coordinate your banner placement/ payments:

(916) 277-6087 / SacSC@cityofsacramento.org